Comfort Builder
Version 6.0
Frequently Asked Questions

Turn to the Experts.

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What does Comfort Builder do?

Comfort Builder is designed to help you increase sales, provide professional sales presentations, and maintain an organized sales process.

What's in Comfort Builder?

Comfort Builder provides:

- in-home sales presentations
- professional sales proposals
- fast and accurate heat and cooling load calculations
- Carrier equipment selection
- an organized sales process
- operating cost comparisons between high and low efficiency equipment
- Internet updates of Carrier products and pricing

The following tools help make the design and sales process easier:

- **Navigator Bar** - Presents Comfort Builder functions as buttons, in the order that you would use them, depending on what you want to do:
  - Present a project proposal to your customer
  - Manage your sales
  - Set up and customize Comfort Builder for use
  - Design a project
- **User Library** - Pre-defined sets of related information that can be used in projects with one selection
- **Wizards** - Step-by-step procedures for:
  - Setting up Comfort Builder
  - Customizing the Navigator Bar
  - Starting a new project or template
  - Determining customers requirements via a questionnaire

How do I do a load calculation to replace existing equipment?

Most of the time you will probably do a block load calculation for sizing replacement equipment. You just draw a single room to represent the entire house and add a single window and door to represent all of the windows and doors at each orientation. This will provide enough information to determine the proper equipment size.

What about new construction?

Comfort Builder contains Wrightsoft's award-winning drag-and-drop room-by-room ability. Draw each room (any shape), window, and door individually. The detailed load calculation for each room will be performed. Optional modules Right-D (duct sizing) and/or Right-Radiant Plus (radiant heating) can be added for complete system design.

Great! How do I get started?

Comfort Builder has been configured so that all you have to do is customize it for your company to get going. The included Comfort Builder Quick Start Manual is your best bet. The first couple of chapters give you just what you need to configure Comfort Builder so you can get going right away. It also outlines how Comfort Builder fits into an organized sales process. Detailed customizations are also provided, if you find you need them.

Navigator Bar, Wizards, and the Library?

What does the Navigator Bar do?

The Navigator Bar makes it easy to go to a major junction like 'Project Wizard' with one key click. It simplifies the process of doing a Project. With just a few buttons, you can step through a Project.

What do the wizards do?

The wizards take you step-by-step through something. For example, the Project Wizard steps you through the process of starting a new project and selecting preferences before you start drawing your floor plan. You make the selections for each step on a

single page on the screen. When you're done with that page, click on the 'Next' button to proceed to the next step. You can go back to a previous step by clicking on the 'Back' button. The last page in the wizard has a 'Finish' button. When you click this button all of your selections are used to create the new project and you're ready to start drawing. By presenting the steps in order, step-by-step, the process goes very quickly.

Do I have to use the wizards?

No. All of Comfort Builder's screens are available via the toolbars and the menu. You can use them instead of the wizards, if you wish. The Library can be edited using wizards or a single screen for each Library. To use wizards for the Library, check **Library | Wizard mode** from the menu. To use a single screen, un-check the same menu selection.

What does the Library do for me?

The Library provides an easy way to recall collections of important project settings so that you can mix and match without having to create a separate project template for each item. As an example, the Library contains 'Homeowner presentation' in the Report Packages Library. This single setting contains the reports that you would want to print to present to a customer in one name. If you want to switch between 'Homeowner presentation' and some other set of reports, you just switch that one setting.

Do I have to use the wizards to use the Library?

You can select from the library in the worksheets as well as in the wizards. Somewhere near the data that the Library selection represents, there will be a drop-down list of appropriate Library selections. For example, in the Project Information Screen you can select a Weather Location Library item from the drop-down list above the weather data. When you select a Weather Location from the drop-down list, all of the weather data in this screen will change to reflect the data that is in the Library.

Right-Draw Basics

What are default construction numbers and how do I set them?

Whenever you add a construction to the drawing area on the Right-Draw screen, Right-Draw will use the default construction numbers (DCNs). Set DCNs for each component such as the walls, floors, ceilings, windows and doors. DCNs can be saved in the Building Materials Library and selected all at once. The DCNs and Library selector are located above the drawing area on the Right-Draw Screen. Select a Building Materials Library item from the drop-down list. To change an individual DCN, click a field that you want to set the DCN for. The Choices Help for that component will be displayed. You can then select the DCN that you want and click OK.
NOTE: If you change the DCNs during a project, only new objects you draw are given the new construction numbers. Previously created objects are not affected. Use the Property Sheets to make changes to objects already on the drawing area.

How do I change the scale of a drawing?

You can specify the scale for the drawing area. Choose from a traditional inch/foot scale (3/16"=1'0") or a ratio scale (1:50). To change the scale of the drawing area, right click on one of the rulers and highlight the new scale. Click the mouse to select the new scale. The scale will be saved with the project, so the next time you open the project, you will see the same view of your drawing. You should change the scale when you start drawing and then leave it at that setting. If you want to see more or less detail when you are drawing your floor plan, use the zoom in and zoom out buttons on the toolbar.

You can also specify a scale for printing a drawing. The print dialog provides a drop-down menu. The default print scale is 'Scale to fit' so that the entire drawing will be shown on the page. You can specify other scales, and even choose offset values to show an enlarged portion of the drawing in detail.

How do I draw a room, window, or door?

To draw a room:

1. Select the ROOM button

from the HVAC Shapes Toolbox.
2. Move your cursor into the drawing area. The cursor will change to a crosshair.
3. Click and hold down your mouse button to define one corner; drag to the other corner.
4. Release the mouse button when the room is the desired size.
5. Add doors and windows the same way, just select the component from the HVAC Shapes Toolbox then click on a wall and hold down the mouse button, drag until the window or door is the desired size and release the mouse button.

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NOTE: adjoining rooms have a thin wall between them. This is how Right-Draw depicts internal walls, which are not included in calculations.

Repeat Last Selection: Normally once you have placed an HVAC Shape onto your drawing, you cursor turns back into a selection arrow. If you want to add multiple rooms to your drawing before going on to the other components without re-selecting the ROOM HVAC Shape, select **Drawing | Repeat Last Selection** from the main menu. With this option checked, you can add another room without re-selecting the ROOM button. If you want to switch to adding windows, just select the WINDOW button and add all the windows. The HVAC Shape or notation tool that you last selected will be in effect until you de-select 'Repeat Last Selection' in the **Drawing** menu.
Copying HVAC Shapes: To quickly make an exact copy of an HVAC Shape, select the shape and press <Ctrl>, then drag the copy to where you want it. When you copy an object you also copy all of its properties. The copy feature is particularly useful for adding windows to a design; you can set the height, width and shading characteristics for one window then make copies to add windows to your building. You can also use <Ctrl-C> to copy and <Ctrl-V> to paste objects or select **Edit | Copy** and **Edit | Paste** in the Comfort Builder menu.

How do I change the name of a room?

Rooms are automatically named (Room1, Room2 etc.) as you create them. You can enter a different name (Kitchen, Basement etc.) immediately after you draw the room by simply typing the new name while the rooms is still selected (the green handles are showing). You can edit a room name at any time by selecting the room and typing the new name or clicking on the current name to edit it.

How do I add a floor or ceiling?

Right-Draw will automatically enters a ceiling and floor for each room with the DCNs and use the room dimensions to calculate the areas. Internal walls, floors and ceiling are not used in the load calculations. If there is a story below or above the story you are working on, Right-Draw will automatically remove the internal floors and ceilings.

Special ceilings: Special ceilings are used when you have vaulted or cathedral ceilings. You would also use special ceilings if your ceiling is not flat of if there are two ceiling types in one room. To add a special ceiling to a room or building, select the CEILING shape then draw the ceiling over the portion of the room or building where the ceiling is needed. Select the ceiling type and enter the dimensions. Verify that the construction information is correct.

Special floors: Special floors are used when a room has more than one floor type (for example, if part of a room was over a crawl space). To add a special floor you would draw the floor in the portion of the room where the special floor was needed. Select the floor type and Right-Draw calculates the floor areas for both floor types.

How do I change the size of an HVAC Shape?

To resize an HVAC Shape:

1. Click on the object to select it. When an object is selected the handles are visible (the green squares located around the perimeter of an object).
2. Click on a handle and hold down the mouse button. Drag until the HVAC Shape is the desired size.
3. Release the mouse button.

NOTE: Change the dimensions of a room with the middle handles (top, bottom, right left) or change both dimensions at once with the corner handles.

How do I rotate a Right-Draw catalog object or notation?

You can rotate catalog objects and notations to any angle.

1. Select an object on the drawing area that you want to rotate.
2. While the object is selected, click the ROTATE button, which is located in the upper right corner of the draw screen. The green handles will change from squares to circles.
3. Move your cursor over a handle until you see the black rotating cursor WITHOUT the white arrow.
4. Click and drag until the object is rotated to your liking and release the mouse. When you release the mouse, the rotate function will be off and the handles will be back to green squares.

How do I set the height of a wall, window, or door?

The properties of a building component (room, door, etc.) are viewed and changed in the component's Property Sheet. Property Sheets are also where you specify the height of walls, windows, and doors. To view a Property Sheet:

1. Select an object (make sure you can see the green handles) and right click.

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2. Now type in the new height or width or make selection from the drop-down selectors. To update a field, press <Enter> after entering a value or click elsewhere in the Property Sheet.
3. Close the Property Sheet by clicking on the 'X' in the upper right corner though you do not have to close the Property Sheet to see another object's properties. Just select the new object and the Property Sheet is updated for your selection.

Window shading: Change the properties of a window in the Property Sheets. Select the window and right click. Change any of the field located here including height, width, configuration, whether the window is NFRC rated, internal shading, insect screens, external sun screen SCs, foreground and overhang information.

Multiple selection: You can select several objects and change their parameters at once, for example, change the height of all windows in a building. To do so:

1. Select the objects by holding <Shift> while clicking on each object. You can also select all of one type of HVAC-Shape (all rooms, all windows, etc.) on a sheet by clicking the right mouse button in the Sheets and Layers Tree, selecting 'Select' from the menu that appears, and then the HVAC-Shape that you want to select.
2. Right click the mouse to open the Property Sheet for the group of objects. Note that fields that are similar among the objects will be visible whereas fields that are different will be blank.
3. Change the desired fields and close the Property Sheet to view the changes.

Door types: Use the door Property Sheet to edit the construction number, height, width, and door type. Select from various door opening types (opaque sliding, garage, single, or double doors). You can also add 'wall openings' for internal walls here. Just draw a door on an interior wall and select wall opening for the door type. Please note that interior doors are not used in calculations.

Glass doors: If you want to add sliding glass doors, French doors and glass block walls, use the WINDOW button to add these features. Right click to open the window Property Sheet and selection the appropriate construction type and set the height.

Internal walls: If you have a situation where an internal wall needs to be considered in the load calculations, you can enter a construction number and an area in the Property Sheet for a room in the wall tab. To add a wall type:

1. Click on the 'Wall 2, type' field and select a construction number for your wall.
2. Click on the 'Wall 2, area' field and enter the area for the wall under the appropriate direction.

More than one wall construction on one wall: If you want a wall to have more than one wall construction type, you can enter an additional wall construction number and an area in the Property Sheet for a room in the wall tab. You must also remove the area of the first wall type to account for the wall 2 type. For example, if the north facing wall has two construction types, you would:

1. Add a wall type by clicking on the 'Wall 2, type' field and selecting a construction number for part of the wall.
2. Click on the 'Wall 2, area' field and enter the area for that construction number under the appropriate direction
3. Now remove that area from the wall 1 type. Click on the 'Wall 1, area' field and subtract the area you just added in the 'Wall 2, area' field. Your total area for the north wall should be the same as it was before you added the new construction number.

How do I undo a change?

If you add, delete, resize, or modify an HVAC Shape and then change your mind, just click on the UNDO button on the Right-Draw toolbar. You can also select **Edit | Undo** from the main menu or use the <Ctrl-Z> keyboard shortcut. There is also a redo function; either click the REDO button, select **Edit | Redo** or use the <Ctrl-Y> shortcut.

How do I add another story?

Right-Draw uses multiple sheets and layers on the drawing area, almost like transparent paper drawing pages that can be stacked on top on one another. Sheets are used for levels (stories) in the building. You can add additional sheets as needed. Sheets contain layers. Layers are specialized subsets of sheets that contain specific things. For example, the Building layer contains only building components, such as rooms, windows, doors, flat ceilings and floors. Sheets and layers can be made visible or hidden by checking or un-checking the box to the left of their name in the Sheets & Layers Tree.

To add another story, add another sheet. Right click anywhere in the Sheets & Layers Tree and select Add Sheet. Enter a name and an elevation (basements and below ground stories will have negative elevations). There is also an 'Is building level?' checkbox.

Is building level?: If checked, the new sheet that you add is assumed to be another level in the building (this does not refer to whether the building is tipped!). If a sheet is a level (check in the checkbox), Right-Draw will adjust ceiling and floor areas because it knows the proximity of the levels (i.e. is considered "smart"). If a sheet is not a level, it can only be used for notation

and it is not "smart", therefore, the objects placed in the Building layer will not be associated with the rest of the house for calculations.

Temporarily hide sheets and layers: While your are working on your drawing, you may want to hide certain parts of it temporarily, to make it easier to work on. For example, if you are adding the second story of a 2-story building, once you have added the rooms, you might want to hide the first floor, to make it easier to place the windows. With both stories displayed, the drawing can look confusing. You can control the sheets and layers that are displayed with the Sheets & Layers Tree. Only the checked sheets and layers are displayed. To hide a sheet or layer, un-check it; to display a sheet or layer, check it.

View one sheet at a time: Just below the Sheets & Layers Tree is a checkbox for 'One Sheet at a Time'. When you place a check in this box, you can only view one sheet at a time. Just click on the box immediately to the left of whatever Sheet you want to see. All other sheets will be turned off. Notice that if you deselect the 'One sheet at a time' box, you can view more than one sheet at a time.

Note that the Building Types Library lets you preset the number of stories. Right-Draw will add a sheet to the Right-Draw drawing for each story in the Library.

How do I handle stairwells, closets, and halls?

Stairwells, closets, and halls that are not significant load contributors should be incorporated with the loads of adjoining rooms. Stairwells should be included with the upper floor. Major stairwells should be treated as separate 'rooms' with their own return duct. If you want staircases in your drawings, there are many to choose from in the Building Components catalog provided with the program.

How do I assign zones in Comfort Builder?

Once you have finished drawing your building, you should assign the zones in the Multizone Tree. Click on the Multizone Tree button to display the Multizone Tree. To add a zone:

1. Click on a room in the Multizone Tree that you want to be in a zone and click Add Zone.
2. Enter a name for the zone.
3. Now all you have to do is click on a room and drag it into the zone you just created. Continue adding zones and dragging rooms into zones until all of your rooms have been assigned. To view the zones on the Right-Draw Screen, click on the Show/hide zone button.

How do I print a drawing?

Print a drawing just like you print other reports.

1. Select **File | Print Preview** or **File | Print** from the main menu.
2. Select the 'Draw' report in the tree.
3. Select the scale, offset and layers that you want printed. You can also open the Print Setup dialog here. You will probably want to switch to landscape mode for printing drawings.
4. Click OK to print.

Landscape mode: To print your drawings in landscape mode, select **File | Print Setup** from the main menu, and select 'Landscape' for the orientation. Now your Right-Draw printouts will automatically be Landscape mode.

How can I change which layers are printed for a Right-Draw report?

From the Right-Draw screen, select print preview icon from the menu bar. Select the Right-Draw report from the preview report list. Right-click on any of the Right-Draw reports and select 'Properties.' This will bring up the Drawing Print Options where you can select which layers and sheets to print.

Advanced Drawing Techniques

Can I place a copy of an HVAC Shape somewhere else on my drawing?

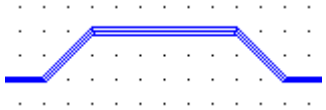
Yes, you can. Hold the Ctrl key down and click on the HVAC Shape that you want to copy - a window, for example. Hold both the Ctrl key and the mouse button down and drag the mouse pointer to where you want to put the copy. Release the mouse button and there will be a copy of the first window.

How do I change the shape of an HVAC Shape?

You can change the shape of any object using the EDIT POINTS button. When you add a room, floor, ceiling, etc. to your drawing, it is drawn as a rectangle. The rectangle has 4 points, one at each corner. You can change the shape of the component by moving, adding, or deleting points.
To change the shape of a room for example:

1. Select the room (make sure the green handles are visible).
2. Click the EDIT POINTS button. The green handles will change into black squares that we call 'points'. Move the points by clicking on them and dragging. Add points by clicking on a wall and dragging. Delete points by dragging one point on top of another point.
3. Click on the EDIT POINTS button again when you have finished reshaping your room.

Bay windows: Change the shape of the wall before you add the windows by adding points and dragging them to match the outline of the bay window. Place windows along the wall you just adjusted, like the figure below.



How do I group shapes together?

When you group several HVAC Shapes together, they are treated as one shape when you move or resize them. For example, if you group a room and a window together and then resize the room, the window will be resized proportionally to the room. You can also group non-HVAC Shapes together. For example, you could combine two rectangles together to make an L-shape. If you group them together, you can move and resize the L-shape without having to move or resize the individual rectangles.

To group two or more shapes together:

1. Select the shapes you want to group together by holding the Shift key down and then clicking on each shape. You can also select a large number of objects by clicking on the Selection Arrow in the Notations Toolbar; draw a box with the Selection Arrow around the objects you want to select
2. Click on the GROUP button on the Right-Draw toolbar.

Once the objects are grouped, you can move them and delete them as if they were one object.

If you change your mind and want to un-group a group of shapes:

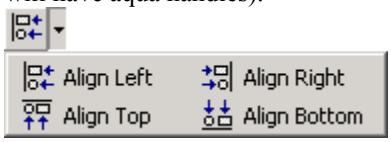
1. Select the grouped object.
2. Click on the UNGROUP button on the Right-Draw toolbar.

How do I align and size multiple shapes?

Aligning objects: If you have 2 or more objects that you want to line up exactly with one another, you can use the ALIGN button.

1. Select the objects you want to align (hold the Shift key as you click on the objects to select multiple objects).
2. Click on the arrowhead to the right of the ALIGN button to choose an alignment option (top, bottom, left or right edges).

All of the objects will be aligned based on the first object you selected (the first object selected if you select multiple objects had green handles, the other objects will have aqua handles).



You can also center objects in the drawing area with the CENTER button. You can evenly space 3 or more objects with the SPACE button; the 2 outside objects will not move but the objects in between will be spaced evenly.

Sizing objects: Use the SIZE button to make 2 or more objects the same size.

1. Select the objects you want to size
2. Click on the arrowhead to the right of the SIZE button to choose from the sizing options (length, width, both).

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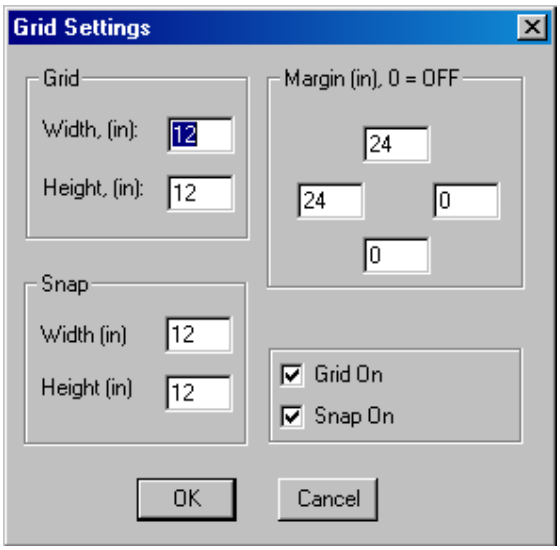
All of the objects will be sized based on the first object you selected.

What are the grid and snap settings and how do I change them?

The grid refers to the spacing of the 'dots' in the drawing area. A 12" grid (both width and height) would have dots every 12 inches; this is the recommended grid for most situations. The snap refers to how objects are incrementally sized and how you can move objects on the drawing area. For example, if you have a 6" snap (both width and height), objects are sized in increments of 6" and can be placed or moved on the drawing area in increments of 6". You can change the grid and snap settings by selecting **Drawing | Grid Settings...** from the main menu. The Grid Settings dialog box will appear (shown below). You can change the grid and snap measurements here; you can also change the margins here (the blue dotted lines at the top and left of the drawing area represent the drawing margins). You can also turn the grid or snap off here by un-checking the checkboxes next to 'Grid On' and 'Snap On'. Turning off the snap is not recommended because it will make lining objects up very difficult and connecting ducts near impossible. The smallest grid and snap size is 4". Snaps smaller than 12" are helpful with angled walls and intricate details; a large grid is helpful for large, simple buildings.



How to change the size of the drawing area?

The default drawing area size is 150'x150', however, you can resize the drawing area if your drawing does not fit. To do change the size of the drawing area:

1. Click the right mouse button with the mouse pointer over the drawing area but not over any shape. This will display the Property Sheet for the drawing area.
2. Select the General tab.
3. Make the necessary changes in the 'Scrolling width' and 'Scrolling height' fields. Press the Enter key or close the Property Sheet to view the changes.

You may want to take the time to click on all of the tabs to become familiar with the fields you can change in the drawing area Property Sheet.

How do I change the color of the drawing area? Can I change the sheet colors?

You can change the color of the drawing area (white by default) and the sheet colors (automatically assigned and each sheet is different). Below is a list of each tab and the default colors for the various items.

Tab	Field	Default Color
General	Color (background)	White
Ducts	Overlap color	Red
	Outside of building color	Cyan blue (aqua)
	Fitting background color	Yellow
Building	Foreground color (sheet color with one-line drawings; outside color for two-line drawings)	Automatic
	Background color (between the walls in two-line drawings	Medium gray

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Notations	Color (duct notation color)	Automatic (matches sheet color)
	Notation layer color	Automatic (matches sheet color)

How do I use an AutoCAD® drawing as a template?

This extremely powerful feature of Right-Draw can speed up the process of entering a building description and eliminate takeoff errors. With this feature, you place a copy of a CAD drawing into its own layer in Right-Draw and enter rooms, windows, doors etc. into Right-Draw by tracing the underlying drawing.

Open an AutoCAD drawing in Comfort Builder: From the Right-Draw Screen:

1. Click on the AutoCAD button. Your cursor will turn into a crosshair.
2. Draw a rectangle. When this is done, a dialog box entitled "Open AutoCAD File' will pop-up.
3. Select a file (Comfort Builder supports *.DWG and *.DXF files). You will only see a portion of the drawing in the rectangle you drew.
4. Resize the rectangle to view the portion of the CAD file you want to trace. To move the drawing without moving the bouncing box, press the Shift key while you click and drag. Your cursor will change to a hand; imagine the hand grabbing the drawing and dragging it to a new location (the bounding box will not move when you do this).

Turn AutoCAD layers on and off: To turn layers of the AutoCAD drawing on and off:

1. Right click anywhere on the CAD drawing to bring up the AutoCAD Property Sheet.
2. Click on the 'AutoCAD layers' field.
3. Check and un-check the layers you want to view. Click OK when you are done. This does not affect the original AutoCAD drawing.

Save layers to AutoCAD files: You can save the CB layers that you created in the original AutoCAD drawing. The CB layers are saved in their own layers in the AutoCAD drawing. To save CB layers:

1. Select **Drawing | Write to AutoCAD Files...**
2. Select the layers you want to add to the AutoCAD file from the layers listed in the dialog box that appears.
3. Click Write.

How can I print reports to a plotter if I don't have a plotter?

In order to print to a plotter, the drawing needs to be saved as an AutoCAD file and then sent to a user who has a plotter and software that can read and load DWG and/or DXF files. Import a **blank** 2000, 2002 or a 2004 AutoCAD file over the existing project by selecting the AutoCAD import icon . Click and drag the cursor until the entire project is within the CAD layer window. Select the blank AutoCAD file from your computer. Select **Drawing | Write to AutoCAD** file from the toolbar. A screen will automatically pop up asking which sheets and layers to write to the AutoCAD file. It is a lot easier to save one sheet with its layers to one blank AutoCAD file at time. This will reduce overlap of two or more sheets.

How do I add non-Right-Suite shapes to a drawing?

The shapes that are on the HVAC Shapes Toolbox are the shapes that are needed by Comfort Builder for calculations. You can add other shapes that are not needed for calculations, but that can enhance your drawing or even help you draw special odd-shaped HVAC Shapes. These shapes are placed on a special Notation layer. They can be moved, grouped, resized, and re-shaped just like HVAC Shapes. Draw Notation layer objects by selecting Notation Layer tools from the Right-Draw toolbar.

You can come up with a variety of creative uses for these shapes. For example, suppose you need to add a room that has a complex shape, but is really just several rectangles put together. You can build the shape with the rectangles in the Notation layer and then use it as a template to re-shape the room on the Building layer. You could do a hexagonal room using the same method. You can also add text, graphic images (icons or bitmaps) and dimensions to your drawings. See the *User's Guide* manual or **Help** for more details on each of these buttons.

How do I re-connect the Hot-link to Right-Draw?

If the loads and ducts don't change as you change your drawing, the Hot-link to Right-Draw may be turned off. To re-connect, select **Options | Hot-link Drawing** from the menu. It will be checked if the Hot-link is connected and un-checked if it isn't connected.

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Loads

How do I change from Manual J Seventh to Eighth Edition?

To change the calculation method for the project you are working on, select **Options | Load calculation method** from the menu. You can choose between Manual J 7th Edition and Manual J 8th Edition. To change the default load calculation method so that you don't have to change it every time, select **Options | Load calculation method | Change default method...** from the menu.

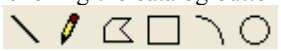
How do I do block load instead of room-by-room load?

Each floor will be treated as a separate area in Right-Draw. For each floor, you will need to determine the square footage and the area covered by windows. You can then create a single large room with the same area and one equally large window representative of the windows located on the floor.

What is the catalog bar in Right-Draw?

The catalog bar contains pre-drawn rooms with set areas as well as other familiar objects seen in houses. With this tool, Right-Draw becomes faster and more realistic, as well as more appealing to the homeowner by increasing their interest level to the software. This reduces the need to draw the room or items by hand. You can view the catalog on the Right-Draw screen by clicking the catalog button on the toolbar. Select the room of the proper area and drag it to the drawing screen.

How can I use the Right-Draw catalog bar to reduce time to calculate loads?

By using the catalog in Right-Draw to enter the block load, you reduce the need to draw common room sizes by hand. To enter something in the catalog, view the catalog on the Right-Draw screen by clicking the catalog button on the toolbar. To create and save a catalog item, first create the shape(s) using the drawing tools  located towards the top of the grid screen. Once the shape(s) is completed, left click on it and hit “Ctrl + C” to copy it. Over in the catalog window right click and select ‘new’. A new catalog menu is created. Right click in the catalog window and hit “Ctrl +V” to paste. This method will also work for frequently used HVAC shapes such as windows and doors.

Right-Catalog

What is Right-Catalog? How does it work?

Right-Catalog is a system for updating catalogs of HVAC equipment information on local PC's that can access the Internet. Using Comfort Builder on your PC, you can keep Carrier and other catalogs up to date in a paperless world.

How can I update my pricing?

Equipment pricing

1. Your distributor will use Right-Catalog to update pricing information. You can then retrieve their pricing into Comfort Builder via the Internet with Right-Catalog.
2. You can import parts data via an Excel spreadsheet. See the 'Import Catalog Information' chapter in the Quick Start Manual for details.
3. You can enter the pricing manually using the Right-Proposal Plus Parts Library. See the 'Parts Library' chapter in the Quick Start Manual.

Other pricing

Pricing for other components of your project is done in the Right-Proposal Plus Parts Library. Select Library | Right-Proposal from the toolbar. This will bring up the Library Setup Screen where a part or an assembly can be created, modified, added or deleted. Select a part from the list of manufacturers and select ‘Edit’. This will open the Part Property screen. With the Part Property screen open, the pricing can be modified. Select ‘Finish’ after updating price. See the 'Parts Library' chapter in the Quick Start Manual.

How can I add lots of items that I want to include in my proposals?

You can enter the items into an Excel® spreadsheet and then import them into Comfort Builder. See the Comfort Builder Quick Start Manual for complete details.

Right-Sales and Right-$

How do I get started with Right-$?

The Startup Wizard takes you through all the steps to get started with Right-$. To run the Startup Wizard, select **Show | Wizards | Startup Wizard** from the Comfort Builder menu. The settings specific to Right-$ are:

- Fuel Cost Data
- Equipment operating hours
- Bin Data City
- Equipment systems

How does Sales Manager get salesman files to review work and manage sales?

You can enter them into Right-Sales - see the Comfort Builder Quick Start Manual for details. You can also import your sales team and customers from either Comfort Builder or Right-Suite Residential projects. Chapter 24 in the Comfort Builder User's Manual has complete details.

Can I customize the sales presentation in Right-Sales?

Yes. With the Customize Wizard, you can:

- Display your own logo at the top of the Navigator Bar
- Display your logo in the Navigator Home Page
- Change the overall appearance of the buttons on the Navigator Bar
- Display your own presentations when the 'About us', 'About Carrier', and 'Testimonial' buttons are clicked. These presentations can be just about anything - a video, PowerPoint presentation, web page, Word document, PDF document, etc.

To run the Customize Wizard, select **Show | Wizards | Customize Wizard** from the Comfort Builder menu.

How do I view the accessories that were selected as a result of answers to the Customer Questionnaire?

The parts that were added will be listed in the Bill of Materials in the Accessories section.

How do I remap answers from the Customer Questionnaire?

In the Bill of Materials Screen, click the right mouse button on the accessory that you want to remap. Select 'Remap' from the menu that pops up. The Mapping Editor will be displayed with that accessory selected. You can then change the mapped accessory.

How do I add and remove items from Bill of Materials?

Open the Bill of Materials by first selecting the **Show | Right-Proposal Plus | Bill of Materials.** To add an item, right click on any of the subtotal rows and select ‘Add New Item’ from the menu that comes up. To remove an item, right click on the item description and select ‘Remove’ from the menu.

Templates

What is a Comfort Builder template?

A Comfort Builder template is just a project file that has been saved with an .RRT file extension. When you start a new project with a template, a project file is created with the information from the template file already entered. All you have to do is enter the project specific information. Templates are particularly effective for repeating common job types.

How do I create a template?

The easiest way to create a template is to use the Template Wizard. You can run this wizard from the menus - **Show | Wizards | Template Wizard**.

What is a default template and how is it different from the other templates?

The default template refers to how your screens look when you first open the program. The default template is created and works the same as any other template; the only difference is that the default template opens automatically when you first open. To create you own default template, enter all of the data that you wan in the default template, but instead of saving the file as a template, select **File | Save As | Default Template**.

Right-Proposal Plus

How do I make proposals in Comfort Builder?

You can create a Right-Proposal document by selecting **Show | Right-Proposal Plus | Proposal document** menu from the toolbar at the top of the screen. The document editor that appears functions like a typical word processor. You can create your custom document in this space.

What if I already have a proposal form that I use?

If the proposal was generated using another word processor, you can usually save the proposal as an RTF file and then import it into Right-Proposal Plus. If the proposal form is on paper, you can duplicate whatever formatting it uses with the word processor in Right-Proposal Plus.

How do I change what equipment appears in my proposal?

On the file menu, go to **Options | Current system**. Then select which Right-$ system you would like to use in your proposal.

How do I add three systems for comparison to the proposal?

You can include the Base System, Investment 1, Investment 2, and Investment 3 of Right-$'s systems to the proposal. You can use the 'Reliable Htg and Clg Installation Proposal' example Proposal Template as a starting point.

Can I put my color logo on my proposals?

Yes, you can include images in a variety of file formats including .jpg and .bmp images.

Can I Include Comfort Builder data in my proposals?

You can include Comfort Builder data in your proposals by creating a link to project information, cost information, base system information, etc. It's as easy as right clicking and inserting the program variable or item that you want. See Example 2 in Chapter 18 of the Comfort Builder User's Manual for details. Doing this reduces redundant typing and screen surfing is noticeably minimized. This allows you to spend more time on customizing the proposal.

How can I save my proposals?

There are 2 ways that proposals can be saved:

1. The proposal for each project is saved with the current Comfort Builder project.
2. You can design Proposal Templates and save them in the Proposal Library. You can select any of these proposal templates in any project. The information for that particular project will be used in the Proposal Document.

How do I email my proposal?

Select Proposal | Email Proposal located near the middle of the toolbar at the top of the screen. Enter in the name of the receiver along with their email address.

Licensing

How do I activate/license Comfort Builder?

New Install - The first time that you run Comfort Builder after you install it on your computer, Comfort Builder will ask for your red license disk. Insert the red disk and click the 'Apply' button. If your computer doesn't have a floppy drive, call Wrightsoft technical support (781-862-8719). We can activate Comfort Builder over the phone.

Upgrade Install - The first time that you run Comfort Builder after you install the upgrade on your computer, it will ask for your certificate number. Type the number in and click on the 'Apply' button.

How do I uninstall Comfort Builder or move it from one computer to another?

To move Comfort Builder from one computer to another, you need to uninstall it from the original computer and then reinstall it onto the new computer. To uninstall Comfort Builder:

1. Exit out of Comfort Builder
2. Click on the Windows Start button. Select 'Settings' and then 'Control Panel'
3. Select 'Add/Remove programs' from the Control Panel
4. Find 'Comfort Builder' in the list and click on it. Click the 'Change/Remove' button.
5. Follow the uninstall instructions on the screen. Insert your red disk in the drive when required.

How do I add additional modules or users to my program?

Additional modules can be purchased to suit the needs of your company. The additional modules that are available include Right-D, Right-HV Duct, Right-Loop, and Right-Radiant Plus. If you are interested in purchasing any of these additional modules, please contact the Wrightsoft sales team at 800-225-8697. After having purchased additional module(s) and/or users, an activation certificate will be mailed to the customer's billing address. Once received, continue to the Help | Licensing… menu on the toolbar at the middle top of your screen.. Select the 'Add features with Activation Certificate' then enter in the activation code provided on the activation certificate. **The activation certificate will only work with computers that are currently running a licensed version of the program.**

Service Packs

How can I get the most recent version of Comfort Builder?

Comfort Builder is constantly being improved. The most current (free) Service Pack is available at www.wrightsoft.com/cbCarrier.

How do I open projects that I've done with Right-Suite Residential?

Projects done with versions 5.8 or 5.9 of Right-Suite Residential can be opened by selecting **File | Open | Project...** from the menu. Projects created with version 4.x and 5.0.xx of Right-Suite Residential can be opened by selecting **File | New | New from pre-5.8...** from the menu.

Training

Does Wrightsoft offer training classes for Comfort Builder?

Yes. Check with your local distributor to obtain a training schedule.

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